

FOR APPROVAL**PUBLIC****OPEN**

TO: Committee on Academic Policy and Programs

SPONSOR: Professor Nicholas Rule, Vice-Provost, Academic Programs
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PRESENTER: Same as above.
CONTACT INFO:

DATE: February 6, 2025 for February 13, 2025

AGENDA ITEM: 7

ITEM IDENTIFICATION:

Proposal to Change Academic Regulations Related to Repeating Passed Courses Policy, Faculty of Arts and Science (FAS)

JURISDICTIONAL INFORMATION:

The establishment, termination or major amendment of University-wide policies governing academic regulations are considered by the Committee and forwarded to the Academic Board for approval, for example, but not limited to, policies on academic appeal procedures and standards of professional practice behaviour for students in professional faculties. Minor amendments to University-wide policies may be approved by the Committee. Amendments to divisional academic regulations that will have a major affect in the division or that would require an exception to some element of University-wide policy are considered by the Committee for approval. (AP&P Terms of Reference, Section 4.3)

GOVERNANCE PATH:

1. Committee of Academic Policy and Programs [For Approval] (February 13, 2025)

PREVIOUS ACTION TAKEN:

The Faculty of Arts and Science Faculty Council approved the proposal to change its Repeating Past Courses Policy on February 12, 2025.

HIGHLIGHTS:

This is a proposal to change the undergraduate regulations at the Faculty of Arts & Science pertaining to the Repeating Past Courses Policy.

Currently, degree students can repeat a previously passed course for the purpose of enrolment requirements for a limited enrolment program or to obtain a minimum mark in a prerequisite course for another course required for their program. The second attempt at the course would normally be marked Extra, however for up to 2.0 credits, the first attempt at the course can be marked Extra if the mark for the second attempt is higher than that for the first attempt. The section of the policy under which the first attempt can be marked Extra for up to 2.0 credits is the Second Attempt for Credit clause. Degree and non-degree students can repeat 1.0 credit for reasons other than program enrolment or as a prerequisite for a course in their program; for this 1.0 credit, the second attempt at the course is always marked Extra.

This proposal allows the Second Attempt for Credit clause, the 2.0 credit limit on courses for which the first attempt can be marked Extra, to apply for courses repeated by degree students for any reason, removing the requirement that the rationale for the repeated attempt must be for program enrolment or prerequisite purposes. As well, the proposal removes the 1.0 credit limit on courses repeated for a reason other than program enrolment or prerequisites.

The proposal also makes more minor adjustments, such as to clarify that the result of the second attempt at a previously passed course will not impact the number of times that a previously passed course can be repeated; and to clarify the timeframe during which students can be enrolled by their College Registrar's Office in a repeated attempt at a passed course.

Revising the repeating passed courses policy will resolve confusion, reduce complexity and reduce errors in student advising that currently exists and will better support the goal of the Policy, to assist students. It will also bring the Faculty's repeating passed courses policy more closely into alignment with cognate policies at the University of Toronto Mississauga (UTM) and the University of Toronto Scarborough (UTSC).

The change is effective for all new and in progress students.

Consultation outside the Faculty of Arts and Science has taken place with the University of Toronto Mississauga (UTM); University of Toronto Scarborough (UTSC) and the John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels). All divisions were supportive of the change.

FINANCIAL IMPLICATIONS:

Any new financial obligations resulting from this change will be met at the divisional level.

RECOMMENDATION:

Be It Resolved:

THAT the proposed changes to Faculty of Arts and Science academic regulations, as described in the proposal from the Faculty of Arts and Science dated January 21, 2025, be approved effective September 1, 2025.

DOCUMENTATION PROVIDED:

- Proposal to Change Academic Regulations Related to Repeating Passed Courses Policy, Faculty of Arts and Science (FAS)



Proposal for the Creation of a New Policy/Calendar Statement or the Modification of an Existing Policy/Calendar Statement

Policy Name	Extra Courses
Proponent	Lisa Feng Faculty Registrar & Director, Academic Services Faculty of Arts & Science
Version Date (Please change the date as you edit the proposal.)	January 21, 2025

Summary

Please provide a brief description of the policy or calendar statement being proposed/modified and the goals for the change.

Proposal for Consideration

The [Extra Courses](#) section in the 2024-2025 Faculty of Arts & Science Academic Calendar contains two sections, the first for the repeating passed courses policy and the second for the exclusions policy. The policy concerning exclusions is also duplicated in the [Prerequisites, Co-requisites, and Exclusions](#) section of the Calendar.

The proposal for consideration is:

1. To remove the exclusions policy from the Extra Courses section of the Calendar since it is already contained in the Prerequisites, Co-requisites, and Exclusions section.
2. To move the repeating passed courses policy to a new section of the Calendar, Repeating Passed Courses.
3. To clarify that the result – any final mark or a status of Pass (P), Failure (FL), Credit (CR), or No Credit (NCR) – of the second attempt at a previously passed course has no impact on the number of times that a previously passed course can be repeated; such a course can be repeated only once.
4. To clarify the timeframe during which students can be enrolled by their College Registrar's Office in a repeated attempt at a passed course.
5. To revise two aspects of the repeating passed courses policy, identified below.

Currently, degree students can repeat a previously passed course for the purpose of enrolment requirements for a limited enrolment program or to obtain a minimum mark in a prerequisite course for another course required for their program. The second attempt at the course would normally be marked Extra, however for up to 2.0 credits, the first attempt at the course can be marked Extra if the mark for the second attempt is higher than that for the first attempt. The section of the policy under which the first attempt can be marked Extra for up to 2.0 credits is the Second Attempt for Credit clause.

Degree and non-degree students can repeat 1.0 credit for reasons other than program enrolment or as a prerequisite for a course in their program; for this 1.0 credit, the second attempt at the course is always marked Extra.

The substantive focus of this proposal is to revise two aspects of the current repeating passed courses policy.

- To allow the Second Attempt for Credit clause – the 2.0 credit limit on courses for which the first attempt can be marked Extra – to apply for courses repeated by degree students for any reason, removing the requirement that the rationale for the repeated attempt must be for program enrolment or prerequisite purposes.
- To remove the 1.0 credit limit on courses repeated for a reason other than program enrolment or prerequisites.

Revising the repeating passed courses policy in the above two ways will allow the Faculty's goal of introducing the Second Attempt for Credit clause as of September 2021 – to assist students – to be fully realized and will also bring the Faculty's repeating passed courses policy more closely into alignment with cognate policies at the University of Toronto Mississauga (UTM) and the University of Toronto Scarborough (UTSC).

Goals

This proposal seeks to improve the clarity of, and access to, the policy information concerning exclusions and repeating passed courses in the Faculty of Arts & Science Academic Calendar.

- Since information about the exclusions policy is currently duplicated in two sections of the Calendar, removing the exclusions policy information from the Extra Courses section and having this information be contained only within the Prerequisites, Co-requisites, and Exclusions section will ensure that readers of the Calendar can be confident that all exclusion policy information is contained within the same section.
- Since information concerning the repeating passed courses policy is currently only included in the Extra Courses section, a reader of the Calendar would need to know that the repeating passed courses policy involves courses being marked Extra in order to find information about this policy from the menu items in the Calendar.
 - A new section, Repeating Passed Courses, will facilitate ease of access to the policy information.
- Streamlining the Extra Courses section of the Calendar to focus only on the details of the Extra designation, rather than also including the details of each scenario in which a course might be marked Extra, will allow the Prerequisites, Co-requisites, and Exclusions section of the Calendar to link to this content without duplication; the new Repeating Passed Courses section will also link to this content.

- Clarifying that the result – any final mark or a status of Pass (P), Failure (FL), Credit (CR), or No Credit (NCR) – of the second attempt at a passed course has no impact on the number of times that a passed course can be repeated – only once – will reduce current confusion concerning whether a student who obtains a final mark of lower than 50% or a status of FL or NCR in the second attempt at the course can subsequently repeat the course.
- Removing the requirement from the Second Attempt for Credit clause that the rationale for the repeat must be for program enrolment or prerequisite purposes, as well as removing the limit of 1.0 credit on courses repeated for any other reason, will streamline and clarify the repeating passed courses policy and as a result, significantly reduce current confusion concerning the policy as well as prevent errors in advising and implementation.
- Clearly stating the timeframe during which both degree and non-degree students can be enrolled by their College Registrar's Office in a repeated attempt at a previously passed course will provide transparency for both students and advisors.

Revising the repeating passed courses policy will allow the Faculty's goal when introducing the Second Attempt for Credit clause as of September 2021 – to assist students – to be fully realized and will also bring the Faculty's repeating passed courses policy more closely into alignment with cognate policies at UTM and UTSC.

Policy Statement or Calendar Language

Current Text <i>State the current policy statement or the current language as it appears in the Academic Calendar.</i>	Proposed Text <i>State the proposed policy statement or the proposed language as it would appear in the Academic Calendar.</i>
<p>(https://artsci.calendar.utoronto.ca/course-enrolment#extra-courses)</p> <p>Extra Courses</p> <p>Extra courses appear on a student's academic record with a final course mark and are noted as "EXT". Extra courses do not count for degree credit and are not included in calculating a student's Grade Point Average. However, Extra courses may count in other respects, such as to satisfy program requirements or Breadth Requirements.</p> <p>Each course with a mark of 50% or higher/P/CR counts for credit towards a degree unless:</p> <ul style="list-style-type: none"> • the course has already been passed and is being repeated (see 1. below), or • the course lists as an exclusion another course that has already been completed (see 	<p>(The Calendar text with proposed changes tracked is included as Appendix 1)</p> <p>Extra Courses</p> <p>Extra courses appear on a student's academic record with a final course mark and are noted as "EXT". Extra courses do not count for degree credit and are not included in calculating a student's Grade Point Average, however, they may count toward prerequisite requirements, program requirements, and Breadth Requirements.</p> <p>A course may be designated Extra due to an exclusion or a repeated attempt at a previously passed course.</p> <p>*****</p>

2. below)

1. Repeating Passed Courses

Students (both degree and non-degree) may not repeat any course in which they have already obtained credit (a mark of 50% or higher/P/CR) with two exceptions:

i) When students need to achieve a minimum mark in a course for entry to a limited enrolment program or for meeting a prerequisite to take another course in their program, they may repeat such a course once. The second attempt at the course would normally be marked [Extra](#), unless the mark obtained in the second attempt is higher, in which case the first attempt would be marked Extra to a maximum of 2.0 credits overall. If the second attempt must be marked Extra due to an exclusion, this status must remain (see Second Attempt for Credit, below). Extra courses do not contribute to grade point average calculations or to the overall number of degree credits.

ii) Students may repeat up to 1.0 credit in courses which they have already obtained credit, for reasons other than to meet a minimum mark for entry to a limited enrolment program or for course prerequisite purposes. The repeated course will be designated [Extra](#); extra courses do not contribute to grade point average calculations or to the overall number of degree credits. Students may not use this one-time-only allowance to subsequently repeat a passed course again after having repeated the same course for reasons noted in i) above, i.e., they may repeat a specific passed course only once.

Students requesting to repeat a course must do so at their College Registrar's Office, where they will receive appropriate advising and will be enrolled in the course, provided there is space available, only after other degree students have had an opportunity to enrol.

Second Attempt for Credit

The second attempt at a previously passed course can be counted toward grade point average calculations and the overall number of degree credits, for up to a maximum of 2.0 credits overall. If,

Repeating Passed Courses

Degree and non-degree students may repeat, only once, any individual course in which they have already obtained credit with a final mark of 50% or higher or a status of Pass ([P](#)) or Credit ([CR](#)), regardless of the result of the second attempt. Note that the result of the second attempt could be any final mark or a status of Pass, Failure ([FL](#)), Credit, or No Credit ([NCR](#)); a previously passed course can be repeated only once. A direct equivalent transfer credit is considered a previously passed course.

For non-degree students, the second attempt at the course is always marked Extra. For degree students, the second attempt at the course is marked Extra unless the Second Attempt for Credit policy applies (see below).

Students requesting to repeat a passed course must do so at their College Registrar's Office, where they will receive appropriate advising and will be enrolled in the course, provided there is space available; degree students will be enrolled as of the [first day of the general enrolment period](#) and non-degree students will be enrolled as of the [first day of enrolment](#) for non-degree students.

Second Attempt for Credit

Please note that this policy does not apply to courses taken as a second attempt prior to September 2025. For courses taken as a second attempt prior to September 2025, refer to the [Academic Calendar](#) in effect when the course was taken.

For degree students, in the case where the mark in the second attempt at a previously passed course is higher, the Extra designation will be added to the initial attempt for up to a maximum of 2.0 credits in chronological order, unless:

- The second attempt must be marked Extra due to an exclusion, in which case the Extra status will remain on the second attempt of the course.
- The passed course was first taken as part of a previously completed degree, in which

<p>however, the second attempt would be marked Extra due to an exclusion, that Extra status must remain. The second attempt must be taken in September 2021 or later; this policy does not apply to courses taken as a second attempt prior to September 2021.</p> <p>The second attempt at the course must have been undertaken for one of the following reasons (i, above):</p> <ul style="list-style-type: none"> • achieving a minimum mark (whether set or variable) in a course for entry to a limited-enrolment program (Specialist, Major, Minor), • or meeting a prerequisite to take another course in their program (Specialist, Major, Minor) <p>The Second Attempt for Credit cannot be invoked for a second attempt at a previously passed course for reasons other than the two identified above; therefore it cannot be invoked for the 1.0 credit that may be repeated for other reasons (as describe in ii, above). This option also cannot be used to transfer an Extra status to a first attempt from a previous completed degree.</p> <p>In the case where the mark in the second attempt is higher, the Extra designation will be added to the initial attempt to a maximum of 2.0 credits overall. Students do not need to submit a request to initiate this process. The initial attempt will therefore not be included in grade point average calculations or the overall number of degree credits. Academic standing from prior academic sessions will not be reassessed. Note, an initial attempt may include a direct-equivalent transfer credit.</p> <p>The Extra designation will be applied to either the first attempt or the second attempt once the final mark in the second attempt of the course is posted. The Extra designation will only be applied to the first attempt to a maximum of 2.0 credits overall.</p> <p>2. Exclusions</p> <p>Students may not receive degree credit for a course that lists as an exclusion a course they are currently taking or a course they have already passed. If they</p>	<p>case the Extra status will remain on the second attempt taken as part of a subsequent in-progress degree.</p> <p>Degree students do not need to submit a request to initiate this process. If the Extra designation is added to the initial attempt of the course rather than to the second attempt:</p> <ul style="list-style-type: none"> • The initial attempt will not be included in grade point average calculations or the overall number of degree credits; the second attempt will be included instead. • Academic standing from prior academic sessions will not be reassessed.
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enrol in such a course, they may be removed at any time during the enrolment period at the discretion of the department. If allowed to remain enrolled in an excluded course, the second course taken will be designated Extra .	
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Rationale or Case for Action

You may wish to speak to when the policy or calendar statement was first created or last modified; past success/failure of the policy being modified. What has led to the decision to propose/modify the policy or calendar statement? Where appropriate, include relevant metrics and/or explain alignment with the division's academic plan.

Background

The repeating passed courses policy was most recently modified in the 2021-2022 Academic Calendar, in effect as of September 2021. The modification to the policy added a Second Attempt for Credit clause, based on which the final mark of a repeated attempt at a previously passed course, to a maximum of 2.0 credits and only if the course was repeated for the purposes of program enrolment or prerequisites, could contribute to students' grade point average calculations – that is, the first attempt at the course would be marked Extra rather than the second, if the mark in the second attempt was higher, for a maximum of 2.0 credits. The goal of this policy was to recognize students' achievement and effort in the second attempt which, since many of the courses that are repeated for program enrolment are at the 100-level, could have a positive impact on a student during their first or second year of study.

Students who have passed a course may repeat the course only once and must request enrolment in a second attempt at the course at their College Registrar's Office; they will only be enrolled in the course after the priority enrolment period has ended and if there is space in the course.

Implementation of the current policy

The implementation of the current policy involves the Office of the Faculty Registrar (OFR), in collaboration with the College Registrar's Offices, determining for what reason a student is repeating a previously passed course, a process that may involve follow-up correspondence with the student.

If it is determined that a student is repeating the course for program enrolment or as a prerequisite, the decision about which attempt the OFR will mark Extra is made after the final mark in the second attempt is available, unless the Extra status must be applied to the second attempt due to an exclusion or because the first attempt was taken as part of a previously completed degree, in which case the OFR would mark the second attempt Extra in advance of the final mark being available.

If it is determined that a student is not repeating the course for program enrolment or as a prerequisite, the OFR marks the second attempt at the course Extra in advance of the final mark being available. In addition, the College Registrar's Office and the OFR note the credit weight of the repeated course, so that the 1.0 credit limit of repeated courses for a reason other than program enrolment or prerequisite purposes can be maintained.

Cognate policies at other Arts & Science divisions at the University of Toronto

University of Toronto Mississauga (UTM)

The [repeating passed courses policy](#) in the 2024-2025 UTM Academic Calendar indicates that both degree and non-degree students may repeat once a course that they have passed under the following auspices:

- “ 1. When students need to achieve a higher grade in a course for entry to a limited-enrolment program;
2. When students need to achieve a minimum grade in a course to satisfy a course prerequisite;
3. When students need to demonstrate a level of performance for an external credential or future graduate study.”

The policy does not stipulate a limit on the number of credits that can be repeated for any of the three reasons listed. UTM has a [Second Attempt for Credit](#) clause within the policy, on which the Faculty of Arts & Science clause was modelled. Degree students can request that the final mark of a repeated attempt at a course, to a maximum of 1.0 credit and no matter the reason that the course is being repeated – within the reasons allowed by the policy – contribute to grade point average calculations; the first attempt at the course would be marked Extra.

University of Toronto Scarborough (UTSC)

The [repeating passed courses policy](#) in the 2024-2025 UTSC Academic Calendar does not include any parameters for the rationale for a student repeating a course, nor does it stipulate a limit on the number of credits that can be repeated. UTSC also has a Second Attempt for Credit clause within the policy. Degree students can request that the final mark of a repeated attempt at a course, to a maximum of 1.0 credit and no matter the reason that the course is being repeated, contribute to grade point average calculations; the first attempt at the course would be marked Extra.

The case for change

The OFR has, since the modified repeating passed courses policy went into effect in September 2021, received a significant number of inquiries about the policy both from advisors themselves and from advisors based on questions from students. It has become clear that although the goal of this modification to the repeating passed courses policy was to assist students, the policy in its current iteration has resulted in confusion, increased complexity in advising concerning the policy, and errors in advising and implementation.

- The current structure of the policy causes confusion concerning whether the 2.0 credit limit applies to the number of credits for which the first attempt can be marked Extra under the auspice of the Second Attempt for Credit clause, or to the number of credits that students can repeat for program enrolment or prerequisite purposes.
 - The 2.0 credit limit applies to the number of credits for which the first attempt can be marked Extra. There is no limit on the number of credits that students can repeat for program enrolment or prerequisite purposes; each previously passed course can only be repeated once.
- The current structure of the policy also results in the information concerning in which cases the second attempt at a course must be marked Extra – that is, in the case of an exclusion or because the first attempt at the course was taken as part of a previously completed degree – being overlooked and the OFR receiving inquiries that could instead be addressed by referring to the content of the policy published in the Academic Calendar.

- Although the repeating passed courses policy states that students can repeat such a course only once, since students who receive a mark lower than 50% or a status of FL or NCR in their first attempt at a course are able to re-enrol in the course, confusion currently exists about whether a student who receives a mark lower than 50% or a status of FL or NCR in their second attempt at a passed course can subsequently repeat the course.
- Although the current policy states that students will be enrolled in a repeated attempt at a passed course “only after other degree students have had an opportunity to enrol”, both degree and non-degree students can be enrolled by their College Registrar’s Office in a repeated attempt at a passed course, and the relevant timeframes differ.
- Since the Second Attempt for Credit clause currently can only be applied if a student is repeating a course for program enrolment or prerequisite purposes, the student’s College Registrar’s Office or the OFR must determine the student’s rationale for repeating the course, information that in some cases is not immediately available and may require follow-up correspondence with the student.
- Since the current policy states that a student can repeat a maximum of 1.0 credit for a reason other than program enrolment or as a prerequisite, this limit must be monitored and maintained. Managing this 1.0 credit limit is a manual administrative process involving both the student’s College Registrar’s Office and the OFR and is one that is difficult to maintain accurately.
- The Faculty of Arts & Science repeating passed courses policy differs from those of UTM and UTSC in the following ways.
 - UTM and UTSC’s policies do not stipulate a limit to the number of credits that can be repeated, no matter the reason for the repeated attempt.
 - The Second Attempt for Credit clause at UTSC can apply for degree students to a course repeated for any reason, and at UTM, for a course repeated for any of the three reasons allowed within the policy.
 - The rationale for the 2.0 credit limit on the number of credits to which the Second Attempt for Credit clause can apply in the Faculty of Arts & Science – compared to the 1.0 credit limit at UTM and UTSC – is that enrolment requirements for limited enrolment programs can include up to 3.0 credits with minimum marks or a minimum mark average. In the Faculty of Arts & Science, a minimum cumulative grade point average (cgpa) cannot be listed as an enrolment requirement, whereas at UTM and UTSC a minimum cgpa can be listed as a requirement and therefore a student may not need to repeat specific courses in order to become eligible for enrolment.

Impact and Implementation of Proposed Change(s)

Indicate the positive and negative implications that need to be considered in the creation/modification of the policy or calendar statement. State the impact of the creation/modification of policy or calendar statement on the divisional student experience as well as potential effects on other University of Toronto divisions.

The impact of removing duplicate information concerning the exclusions policy as well as of creating a new Repeating Passed Courses section of the Faculty of Arts & Science Calendar will be to improve ease of access

to, and the clarity of, information available for all readers of the Calendar. Such ease of access and clarity is of particular importance to students and to staff who advise students. The implementation of this change would be straightforward and would involve creating a new menu item under [Course Enrolment](#) with the heading Repeating Passed Courses.

The impact of revising the repeated passed courses policy to remove the parameters on the type of repeat to which the Second Attempt for Credit clause can apply for degree students and to remove the 1.0 credit limit on courses that can be repeated for reasons other than program enrolment or prerequisite purposes will

- significantly reduce current confusion concerning the policy,
- prevent errors in advising and implementation, and
- ensure that the goal of the policy modification approved for September 2021 – to assist students – can be fully realized.

The revisions to the repeating passed courses policy will also bring the Faculty of Arts & Science policy more closely in alignment with the repeating passed courses policies at UTM and UTSC.

Consultation Undertaken

Please provide evidence of consultation with any stakeholders (e.g., students, staff, faculty members, alumni, U of T divisions, third-party stakeholders if applicable) to be affected by the creation/modification of policy or calendar statement. Indicate how stakeholders will be notified of the proposed/modified policy or calendar statement following approval.

In the Faculty of Arts & Science

Consultation has been undertaken with the following stakeholder groups:

September 18, 2024: Presentation at the Faculty Management Team (FMT) meeting; support was expressed for the proposal.

September 24, 2024: Presentation to advisors in College Registrar's Offices; feedback was provided concerning less complex, although a possible increase in, advising concerning the policy.

September 26, 2024: Presentation at the Arts & Science Communication & Consultation (C&C) meeting; no objections were put forward by this stakeholder group.

October 2, 2024: The College Registrars confirmed support of the proposal, the documentation for which had been shared with them on September 18, in a meeting of the Faculty Registrar and the College Registrars. The College Registrars also provided additional feedback on revised proposed Calendar text on November 11 and 12.

October 18, 2024: Presentation to the Arts & Science Students' Union (ASSU); support was expressed for the proposal.

January 17, 2025: Presentation to the Association of Part-Time Undergraduate Students (APUS); support was

expressed for the proposal.

Across the University

The Faculty of Arts & Science's documentation for the proposal to modify the policy concerning Extra courses was shared with the Registrars of, and additional registrarial colleagues at, UTM and UTSC, as well as with the University Registrar, in October and November 2024. Any feedback provided about the proposed text for the Academic Calendar or the overall proposal document was incorporated as relevant into the documentation.

In addition, the Registrars of UTM and UTSC noted the pre-existing discrepancy in the number of credits to which the second attempt for credit clause can apply – 1.0 credit at UTM and UTSC and 2.0 credits in the Faculty of Arts & Science, the original rationale for which is provided on page 8 of this document – and, with the goal of achieving complete consistency across divisions, suggested that the Faculty of Arts & Science consider aligning the number of credits with UTM and UTSC. The Faculty Registrar is taking this request into consideration for review after the proposed modifications to the policy, pending governance approval, have been in effect for one year.

The documentation for the proposal to modify the policy concerning Extra courses was shared with the Registrar of the John H. Daniels Faculty of Architecture, Landscape, and Design on December 10, 2024; the Registrar expressed support for the proposal.

Policy Implementation

Please indicate when the proposed/modified policy or calendar statement will go into effect as well as where and how this will be implemented.

Effective Date

Pending the relevant governance approval, the proposed modifications to the sections of the Faculty of Arts & Science Academic Calendar, as well as the proposed revisions to the repeating previously passed courses policy, will go into effect as of September 1, 2025, with the publication of the 2025-2026 Academic Calendar in May 2025.

Implementation Timeline

The implementation of the revised repeating passed courses policy will differ from the implementation of the current repeating passed courses policy in the following ways:

- If the OFR has not yet applied the Second Attempt for Credit clause to the maximum of 2.0 credits for a degree student, the decision concerning which attempt to mark Extra will occur after the final mark for the second attempt is available, no matter the rationale for the repeat, unless the second attempt must be marked Extra due to an exclusion or because the first attempt was taken as part of a previously completed degree.
- If the OFR has already applied the Second Attempt for Credit clause to the maximum of 2.0 credits for a degree student, the second attempt at the course will be marked Extra before final marks are

available, no matter the rationale for the repeat.

- The OFR and the College Registrar's Offices will no longer need to determine the rationale for the repeated attempt, nor monitor and maintain a limit on the number of credits that can be repeated for a reason other than prerequisites or program enrolment.

The revised repeating passed courses policy can, pending relevant governance approval, be implemented immediately as of the proposed effective date of September 1, 2025.

Consultation/Governance Pathway

Steps/Stakeholders	Date(s) of Sign-offs/Approvals
The Office of the Faculty Registrar, Faculty of Arts & Science	September 18, 2024
Office of the Dean, Faculty of Arts & Science	September 18, 2024
VPAP Sign-off	December 20, 2024
Arts & Science Council	February 12, 2025 (for approval)
University of Toronto Committee on Academic Policy and Programs	February 13, 2025 (for approval)

Appendix 1

Proposed changes to current Calendar text – 2024-2025 Faculty of Arts & Science Academic Calendar

Extra Courses

Extra courses appear on a student's academic record with a final course mark and are noted as "EXT". Extra courses do not count for degree credit and are not included in calculating a student's Grade Point Average. ~~However, Extra courses they may count in other respects, such as to satisfy toward prerequisite requirements, program requirements, and or Breadth Requirements.~~

A course may be designated Extra due to an exclusion or a repeated attempt at a previously passed course.

~~Each course with a mark of 50% or higher/P/CR counts for credit towards a degree unless:~~

- ~~• the course has already been passed and is being repeated (see 1. below), or~~
- ~~• the course lists as an exclusion another course that has already been completed (see 2. below)~~

~~1-Repeating Passed Courses~~

~~Students (both degree and non-degree students) may not repeat, only once, any individual course in which they have already obtained credit with (a final mark of 50% or higher or a status of (P) or Credit (CR) /P/CR) with two exceptions; regardless of the result of the second attempt. Note that the result of the second attempt could be any final mark or a status of Pass, Failure (FL), Credit, or No Credit (NCR); a previously passed course can be repeated only once. A direct equivalent transfer credit is considered a previously passed course.~~

~~— i) When students need to achieve a minimum mark in a course for entry to a limited enrolment program or for meeting a prerequisite to take another course in their program, they may repeat such a course once. The second attempt at the course would normally be marked Extra, unless the mark obtained in the second attempt is higher, in which case the first attempt would be marked Extra to a maximum of 2.0 credits overall. If the second attempt must be marked Extra due to an exclusion, this status must remain (see Second Attempt for Credit, below). Extra courses do not contribute to grade point average calculations or to the overall number of degree credits.~~

~~— ii) Students may repeat up to 1.0 credit in courses which they have already obtained credit, for reasons other than to meet a minimum mark for entry to a limited enrolment program or for course prerequisite purposes. The repeated course will be designated Extra; extra courses do not contribute to grade point average calculations or to the overall number of degree credits. Students may not use this one time only allowance to subsequently repeat a passed course again after having repeated the same course for reasons noted in i) above, i.e., they may repeat a specific passed course only once.~~

For non-degree students, the second attempt at the course is always marked Extra. For degree students, the second attempt at the course is marked Extra unless the Second Attempt for Credit policy applies (see below).

Students requesting to repeat a passed course must do so at their College Registrar's Office, where they will receive appropriate advising and will be enrolled in the course, provided there is space available; ~~only after other degree students have had an opportunity to enrol. degree students will be enrolled as of the first day of the general enrolment period and non-degree students will be enrolled as of the first day of enrolment for non-degree students.~~

Second Attempt for Credit

Please note that this policy does not apply to courses taken as a second attempt prior to September 2025. For

courses taken as a second attempt prior to September 2025, refer to the Academic Calendar in effect when the course was taken.

For degree students, in the case where the mark in the second attempt at a previously passed course is higher, the Extra designation will be added to the initial attempt for up to a maximum of 2.0 credits, in chronological order, unless:

- The second attempt must be marked Extra due to an exclusion, in which case the Extra status will remain on the second attempt of the course.
- The passed course was first taken as part of a previously completed degree, in which case the Extra status will remain on the second attempt taken as part of a subsequent in-progress degree.

Degree students do not need to submit a request to initiate this process. If the Extra designation is added to the initial attempt of the course rather than to the second attempt:

- The initial attempt will not be included in grade point average calculations or the overall number of degree credits; the second attempt will be included instead.
- Academic standing from prior academic sessions will not be reassessed.

~~The second attempt at a previously passed course can be counted toward grade point average calculations and the overall number of degree credits, for up to a maximum of 2.0 credits overall. If, however, the second attempt would be marked Extra due to an exclusion, that Extra status must remain. The second attempt must be taken in September 2021 or later; this policy does not apply to courses taken as a second attempt prior to September 2021.~~

~~The second attempt at the course must have been undertaken for one of the following reasons (i, above):~~

- ~~achieving a minimum mark (whether set or variable) in a course for entry to a limited enrolment program (Specialist, Major, Minor);~~
- ~~or meeting a prerequisite to take another course in their program (Specialist, Major, Minor)~~

~~The Second Attempt for Credit cannot be invoked for a second attempt at a previously passed course for reasons other than the two identified above; therefore it cannot be invoked for the 1.0 credit that may be repeated for other reasons (as describe in ii, above). This option also cannot be used to transfer an Extra status to a first attempt from a previous completed degree.~~

~~In the case where the mark in the second attempt is higher, the Extra designation will be added to the initial attempt to a maximum of 2.0 credits overall. Students do not need to submit a request to initiate this process. The initial attempt will therefore not be included in or the overall number of degree credits. Academic standing from prior academic sessions will not be reassessed. Note, an initial attempt may include a direct-equivalent transfer credit.~~

~~The Extra designation will be applied to either the first attempt or the second attempt once the final mark in the second attempt of the course is posted. The Extra designation will only be applied to the first attempt to a maximum of 2.0 credits overall.~~

2-Exclusions

~~Students may not receive degree credit for a course that lists as an exclusion a course they are currently taking or a course they have already passed. If they enrol in such a course, they may be removed at any time during the~~

~~enrolment period at the discretion of the department. If allowed to remain enrolled in an excluded course, the second course taken will be designated Extra.~~